

**U.S. Office of Personnel Management
Washington Service Center**

VACANCY ANNOUNCEMENT

Vacancy announcement number: WA-MC-9-3415
Opening Date: 04/19/99 **Closing Date:** 05/18/99
Position: Supervisory Program Specialist, GS-0301-14
Number of Positions: ONE
Full Performance Level: GS-14

THIS IS A PERMANENT POSITION

Duty Location: U. S. Department of Education (ED), Office of Student Financial Assistance Programs, Policy, Training & Analysis Service, Policy Development Division, Grants Branch, Pell & State Grant Section, 400 Maryland Avenue, SW, Washington, DC 20202 [ZC]

Applications will be accepted from: ALL RECRUITING SOURCES

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as Chief, Pell and State Grant Section, and has responsibility for overall section operation and performance. In this capacity, is responsible for ensuring that the following activities are accomplished. Directs and supervises the definition, formulation, development and interpretation of program policies, program regulations, and proposed legislative amendments for the programs administered by the Pell and State Grant Section, and areas affecting other Federal and State programs and the administration of schools and lenders. Supervises the documentation of problem areas and formulations of policy options designed to most effectively resolve deficiencies in the programs administered by the Pell and State Grant Section and in Title IV programs in general. Plans and determines priorities for project assignments for subordinate staff to develop and implement specific policy positions. Maintains close coordination with all branches of the division, and Division Director, the Office of General Counsel, Office of the Assistant Secretary for Legislation, Office of Assistant Secretary for Planning and Evaluation, OMB, and various professional organizations representing the higher education community, State scholarship agencies and private and institutions of higher

education to ensure that proposed policy positions are in harmony with Administration's position on student financial aid policies.

Plans, directs, coordinates, or supervises the internal development, clearance, and implementation of all regulatory and/or legislative amendments covering the operation of the program(s) administered by branch and those which apply, in addition, to other SFA programs. The incumbent is responsible for promoting the expansion of the program through speeches and attendance at meetings of financial, educational, and other professional organizations. Directs the review of all Pell Grant and State Student Incentive Grant Programs materials developed for distribution for consistency with established policy and procedures, and ensures that Pell Grant and State Student Incentive Grant needs and requirements are met in data systems specifications developed by the Program System Service. The incumbent is responsible for development and clearance of all external forms and agreements used in the Federal administration of the program(s) administered by the Branch. In the absence of the Grant Branch Chief, the incumbent will function as the acting Branch Chief. In the absence of the Campus-Based Section Chief, the incumbent will supervise employees of that Section in addition to the employees of the Pell and State Grant Section. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

SPECIALIZED EXPERIENCE:

ALL APPLICANTS MUST HAVE 1 YEAR (52 WEEKS) OF SPECIALIZED EXPERIENCE which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the normal line of progression for the occupation in the organization. Candidates must have **experience in and knowledge of the legislation and regulations governing student financial assistance programs; and, the ability to plan, supervise, and carry out the work of the office.**

KNOWLEDGE, SKILLS AND ABILITIES (KSA's):

The following KSA's have been identified as being important to the performance of this position.

1. Ability to plan, supervise, and carry out the work of the office.
2. Knowledge of the legislation and regulations governing the Student Financial Assistance Programs.

3. Ability to analyze complex issues and develop solutions.
4. Ability to formulate and coordinate SFA programs policy.
5. Ability and skill in working with diverse groups and sensitive issues.

OTHER INFORMATION:

You must be a United States citizen to apply.

Some travel is required, possibly 1 to 5 nights per month.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov.

BASIS FOR RATING: Ratings will be based on responses to the items in the Supplemental Qualifications Statement as recorded on the Form C (OPM Form 1203-AW) or through the electronic application process. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

PLEASE NOTE: If a determination is made that you have rated yourself higher than is apparent in your description of experience and/or education OR that your application is incomplete the following process will take place. After the review of all the experience and training, a single best level reflecting the task statements of the rating schedule (70, 80, or 90) will be assigned for your total experience including education and/or training. The points for veterans preference will be added to the basic rating of 70, 80, or 90.

CTAP OR ICTAP CANDIDATES: Individuals who have special priority |

selection rights under Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if their specialized experience demonstrates experience in and knowledge of the legislation and regulations governing student financial assistance programs; and, the ability to plan, supervise, and carry out the work of the office.

HOW TO APPLY:

APPLICATION MATERIALS MUST BE POST-MARKED BY THE CLOSING DATE. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION OR ELIGIBILITY FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you may need in the future.

STEP ONE - Respond to the questions on the attached Supplemental Qualifications Statement (SQS) either electronically or by completing OPM Form 1203-AW, Qualification and Availability Form C, in hard copy format.

- A. **Electronic Application Options:** If you apply electronically, your resume and other requested forms, if any, should be faxed to (202-606-0596) or mailed. Please include a note which indicates that you have responded to the application questionnaire on-line.
- a) **Connect to USAJOBS**
1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
 2. Click on On-line Application from the USAJOBS logo or the text line below the logo
 3. Click on Complete On-line Supplemental Qualifications Statement
 4. Scroll down to **On-line Application** printed in **bold**
 5. Enter Control Number (WA3415) and click on "Submit" to begin the on-line application
 6. Enter Vacancy ID Number (WA93415) in the first block
 7. Follow the instructions on the Supplemental Qualifications Statement Questionnaire for the rest of the items
- b) **Electronic Bulletin Board**
1. Dial the USAJOBS Computer Bulletin Board at (912) 757-3100
 2. Select <2> at the Main Menu for "Conferences

- and System Functions"
3. Select <1> at the next screen for "Conferences"
4. Enter <26> for "Applications On-Line" and press return
5. Enter "0" for OPM's Electronic Application
6. Enter Control Number [\(WA3415\)](#)
7. Enter "Y" to the question "Do you wish to complete an application now (Y/N)?"
8. Enter Vacancy ID Number [\(WA93415\)](#) in the first block
9. Follow the instructions on the Supplemental Qualifications Statement Questionnaire for the rest of the items

B. Hard Copy:

Request Form C by Automated Telephone System

1. Call USAJOBS by phone at (202) 606-2700
2. After the introductory message, press 1 to begin
3. At the main menu, select 3 to request forms and 1 to continue
4. Press 3 when you are finished

STEP TWO - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree

received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

STEP THREE - Submit other application materials, as necessary.

- If you are using education to qualify, submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location.
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, or Former Peace Corps Appointment.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as; DD-214, Certificate of Release or Discharge from Active Duty, or Standard

- Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

ADDRESS FOR SUBMITTING APPLICATION MATERIALS: Application packages may be mailed to:

U.S. Office of Personnel Management
Washington Service Center
ATTN: Vacancy Announcement No. [\(WA-MC-9-3415\)](#)
Post Office Box 14080
Washington, DC 20044

In accordance with 39 U.S.C. Section 415, applications will not be accepted in a postage paid government envelope.

Applications may be hand delivered between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, and placed into the Employment Application Drop Box at:

U.S. Office of Personnel Management
1900 E Street, NW
Room 1416
ATTN: Vacancy Announcement No. [\(WA-MC-9-3415\)](#)
Washington, DC 20415-9930

A picture ID is required for entrance into the building.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

FOR

SUPERVISORY PROGRAM SPECIALIST, GS-0301-14

OCCUPATION CODE: 0301L

INSTRUCTIONS: In this booklet you will be asked a number of questions concerning the above occupation. Please answer all questions to the best of your ability. Mark your responses in Section 17 (Occupational Questions) of the Qualifications & Availability Form (Form C) or through the electronic on-line application.

PLEASE COMPLETE ALL SECTIONS AS DESCRIBED BELOW. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY INVALIDATE THIS APPLICATION.

Enter the following to complete the Qualifications and Availability Form C:

- Section 01: Self-explanatory (not required for on-line application)
- Section 02: Supervisory Program Specialist (not required for on-line application)
- Section 03: WA-MC-9-3415 (not required for on-line application)

Enter the following to complete the Qualifications and Availability Form C and apply through the Electronic Application System:

- Section 04: For Form C - Enter 0301L for Occupation. |
For Electronic Application - Enter WA93415 for Vacancy ID Number. |
- Section 05: For Form C - Enter 93415 for Case Number. |
For Electronic Application - Leave Case Number Blank. |
- Section 06: Enter 14. If you select a grade level higher than |
the grade level for which this position is announced, you will not be considered. |
- Section 07: Items A through D - self explanatory.
For 7 (E), Enter responses to the following questions:

Question 1: Are you currently a [Department of Education](#) employee who has been declared surplus AND is requesting special priority selection consideration under [Department of Education's](#) Career Transition Assistance Program (CTAP)?

Y = YES N = NO

Question 2: Are you a displaced Federal employee who is requesting special priority selection consideration under the Interagency Career Transition Assistance Program (ICTAP)?

Y = YES N = NO

(NOTE: If your answer is "YES" to either question 1 or 2, you must meet the CTAP or ICTAP eligibility requirements AND submit the required supporting proof documentation. Refer to "HOW TO APPLY, STEP THREE" for the required forms.)

Questions 3 & 4: Form C - Leave Blank.
Electronic Application, press the "ENTER" key in response to Questions 3 and 4.

Section 08: Fill in [001](#) in Box one.

Section 09: Fill in [001](#) for Washington, DC in Box one.

Sections 10-16: Self-explanatory

Section 17: If you are using the Form C, mark your responses to the Occupational Questions in Section 17. If you are applying through the Electronic Application System, write or circle your responses to the Occupational Questions on this statement, and enter your responses when prompted by the Electronic Application System.

Sections 18-22: Leave Blank.

Sections 23-25: Self-explanatory

Section 26: Self-explanatory (Form C only).

WARNING: The answers you provide must be supported by your application material. We will verify your responses on Form C or electronic on-line application against this material. Any

exaggeration of your experience or any attempt to conceal information can affect your rating and result in your removal from a Federal job or being barred from seeking Federal employment in the future.

To ensure that your on-line application was accepted successfully you will receive a web page message stating that your on-line submission was successful. If you do not receive this statement your on-line application was not successfully transmitted and you should try again. You may provide a copy of this message indicating that your on-line submission was successful with your application.

We appreciate your interest in Federal employment.

U.S. Office of Personnel Management, Washington Service Center
Supplemental Qualifications Statement for Supervisory Program
Specialist (Occupation Code 0301L)

FORM C - SECTION 17:

QUALIFICATION REQUIREMENTS:

SPECIALIZED EXPERIENCE:

ALL APPLICANTS MUST HAVE 1 YEAR (52 WEEKS) OF **SPECIALIZED EXPERIENCE** which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the normal line of progression for the occupation in the organization. Candidates must have **experience in and knowledge of the legislation and regulations governing student financial assistance programs; and, the ability to plan, supervise, and carry out the work of the office.**

1. Please read the qualifications statement below. Darken the oval letter (A or B) in SECTION 17 on the Form C. In order to qualify, you must have competence in the knowledge, skills and abilities listed above. This may be met by having:

At least 1 year (52 weeks) of **specialized** experience, equivalent to the next lower grade level in the normal line of progression, performing such duties as: planning work to be accomplished by subordinates, setting priorities and preparing schedules for the completion of work; evaluating performance of subordinate staff and providing advice, counsel, or instruction to individual employees on both work and administrative matters; interviewing candidates for

positions and making recommendations for appointment, promotion, or reassignment involving such positions; hearing and resolving complaints from employees; identifying development and training needs of employees and providing or making provisions for such development and training; directing or supervising the definition, formulation, development and interpretation of policies and procedures dealing with student financial assistance programs; dealing with undefined policy problems which require extensive research and analysis of existing legislation and regulations to resolve; and, interacting with co-workers, officials inside and outside the organization, professional organizations, financial aid officers, and the general public.

- A. Yes, my experience meets or exceeds this qualification statement.
- B. No, my experience does not meet or exceeds this qualification statement.

KNOWLEDGE, SKILLS AND ABILITY QUESTIONS:

Darken the oval letter (A, B, C or D) on the Form C that corresponds to the proficiency level you fully possess for the questions 2-6. PLEASE SELECT ONLY ONE LETTER FOR EACH QUESTION.

2. ABILITY TO PLAN, SUPERVISE, AND CARRY OUT THE WORK OF THE OFFICE.

- A. I do not meet any of the levels described below.
- B. I have knowledge and skill in planning the work of subordinate staff and the ability to supervise operational changes as needed.
- C. I have experience in planning and coordinating the work of the office, adjusting priorities and assignments as needed and the ability to resolve minor problems.
- D. I have experience in planning and coordinating activities requiring the interaction of several different areas inside and outside the organization. I have the ability to resolve unexpected internal problems, adjust priorities, assignments, as needed to insure effective administration of the program and effective management of subordinate staff. I have experience supervising employees.

3. KNOWLEDGE OF THE LEGISLATION AND REGULATIONS GOVERNING THE

STUDENT FINANCIAL ASSISTANCE PROGRAMS.

- A. I do not meet any of the levels described below.
- B. I have experience in interpreting and/or providing technical guidance and advice on the program legislation and regulations to educational institutions and program and other program constituents.
- C. I have experience providing sound technical advice on legislative and regulatory changes for the development of materials to be used in annual nationwide training efforts.
- D. I have knowledge of the SFA legislation in order to provide technical guidance, to ensure applicability and effectiveness of the policies. I have the ability to interpret national trends and their possible effect on the program and the need for further legislation. I have worked as a financial aid administer at a postsecondary institution or organization.

4. ABILITY TO ANALYZE COMPLEX ISSUES AND DEVELOP SOLUTIONS.

- A. I do not meet any of the levels described below.
- B. I have the ability to and make sound recommendations that may influence future program direction.
- C. I have the ability to analyze current program trends, make recommendations for changes for future program direction such as policy, regulations, legislation, budget, etc.
- D. I have experience and/or the ability to analyze national program trends and proposed program changes and recommend changes that may have long reaching effects on future program direction.

5. ABILITY TO FORMULATE AND COORDINATE SFA PROGRAMS POLICY.

- A. I do not meet any of the levels described below.
- B. I have experience in formulating policies and/or directing the development of regulations pertaining to SFA programs.
- C. I have experience in formulating policies, and/or directing the development, revision and implementation of regulations pertaining to SFA programs.

- D. I have experience in formulating, revising, and implementing regulations, policy issuances, procedures, instructions, guides and forms and initiating legislation for program improvement or experience as a financial aid administrator.

6. ABILITY AND SKILL IN WORKING WITH DIVERSE GROUPS AND SENSITIVE ISSUES.

- A. I do not meet any of the levels described below.
- B. I have the ability to deal with diverse groups in a diplomatic and persuasive manner. I have the ability to defend organization policy and negotiate effectively.
- C. I have experience in providing leadership in dealing with diverse groups and their special needs. I have the ability to resolve and recommend solutions to problems. I have the ability to deal diplomatically and persuasively with the various groups in order to stimulate cooperation and joint planning.
- D. I have experience in dealing with diverse groups on sensitive policy issues surrounding the special interest of the groups. I have skill in providing leadership and identifying and defining complex and often sensitive issues. I have the ability to coordinate the efforts of these groups toward improving program goals and objectives.

EMPLOYMENT HISTORY QUESTIONS:

The following questions (Questions 7 through 18) are asked to determine the nature of your employment history with the Federal Government and to determine your eligibility for consideration under the various hiring authorities used to fill this vacancy. Please be sure to answer each question and mark your answer to each question in Section 17 on the Form C. If you have been employed by the Federal Government, your employing agency should have provided you with a Standard Form 50, Notification of Personnel Action (SF-50). In addition, they should have placed a copy of the SF-50 in your Official Personnel Folder (OPF). Please refer to a copy of your SF-50 when answering these questions. A copy of your SF-50 that substantiates your responses must be submitted along with your application package.

- 7. Are you currently a permanent (nontemporary) competitive service employee of the Department of Education? (If your**

response is yes, you must submit a SF-50 that documents the response.

A = Yes

B = No

8. **Are you currently a permanent (nontemporary) civilian competitive service employee of another Federal agency?** *(If your response is yes, you must submit a SF-50 that documents the response.)*

A = Yes

B = No

9. **Are you a former Federal employee who achieved career status in the competitive service?** *(If your response is yes, you must submit a SF-50 that documents the response.)*

A = Yes

B = No

10. **Are you a former civilian Federal employee who served on a career-conditional appointment without achieving career status in the competitive service and who is entitled to veterans preference?** *(If your response is yes, you must submit a SF-50 that documents the response.)*

A = Yes

B = No

11. **Are you a former civilian Federal employee who served on a career-conditional appointment without achieving career status in the competitive service and who was separated less than three years ago?** *(If your response is yes, you must submit a SF-50 that documents the response.)*

A = Yes

B = No

12. **What is the General Schedule (GS) grade level of your current civilian Federal position?** *(If your position is not classified under the GS pay system, select the GS-grade level that is equivalent to your basic Federal pay rate. Provide SF-50 or other official documentation that indicates pay rate of that position.)*

A = GS-15 or above

B = GS-14

C = GS-13 or below

D = I am not currently a Federal employee.

13. **What is the highest GS grade level you have held for a minimum of at least one year in a nontemporary civilian Federal position?** *(If the position was not classified under the GS pay system, select the GS-grade level that is*

equivalent to the basic pay rate of that position. Provide SF-50 or other official documentation that indicates pay rate.

A = GS-15 or above
B = GS-14
C = GS-13 or below
D = I have not held a non-temporary permanent civilian Federal position for minimum of one year.

14. **What General Schedule grade level is equal to the highest promotion potential for any nontemporary civilian Federal job you have held?** (If the position was not classified under the GS pay system, select the GS-grade level that is equivalent to the basic pay rate of that position. Provide SF-50 or other official documentation that indicates your pay rate. If the SF-50 does not specifically indicate the promotion potential of full performance level of the position, it will be assumed the grade level indicated on the SF-50 is the full performance level of the position.)

A = GS-15 or above
B = GS-14
C = GS-13 or below
D = I have never held a civilian Federal position.

15. **Are you eligible and applying for a Thirty Percent or More Disabled Veterans Appointment?** (You must submit the required documentation and proof along with your application.)

A = Yes B = No

16. **Are you eligible and applying for a Severely Physically Handicapped Schedule A appointment?** (You must submit the required documentation and proof along with your application.)

A = Yes B = No

17. **Are you applying and eligible for a Former Peace Corps and VISTA Volunteers appointment?** (You must submit the required documentation and proof along with your application.)

A = Yes B = No

18. **Are you applying and eligible for any other non-competitive appointment authority, not listed above?** (You must indicate

the type of appointment and submit the required documentation and proof along with your application.)

A = Yes

B = No

NO MORE QUESTIONS FOR SECTION 17. PLEASE PROCEED TO PAGE 4 OF THE FORM C AND COMPLETE SECTIONS 23 THROUGH 26.